

18 November 1982

Security

PROCESSING TOP SECRET (TS) COLLATERAL MATERIAL

This regulation sets up procedures to ensure that TS collateral material is properly controlled and processed. It applies to personnel assigned to the 6924 ESS.

1. Processing Outgoing TS Collateral Material. Present all outgoing TS collateral material to the top secret control officer (TSCO) or deputy to dispatch. Only the TSCO or deputy can dispatch TS collateral material and will:
 - a. Verify that the material is TS.
 - b. Prepare an inner and outer container according to 6924 ESS VA 205-1.
 - c. Make an AF Form 310, Document Receipt and Destruction Certificate.
 - d. Ensure that the material is controlled and entered into the Armed Forces Courier Service (ARFCOS) system according to DOD 5200.1-R/AFR 205-1 and AFR 183-2.
 - e. Complete AF Form 143, Top Secret Register Page.
2. Processing Incoming TS Collateral Messages:
 - a. Flight personnel must deliver all incoming TS collateral messages from the MOD-40 immediately to the flight commander or surveillance and warning (S&W) supervisor.
 - b. The flight commander or S&W supervisor will:
 - (1) Pick-up all copies of the message from the communication center.
 - (2) Attach an AF Form 144, Top Secret Access Record and Cover Sheet, to the message. Have all personnel who had access to the message sign the AF Form 144.
 - (3) Contact the TSCO or deputy to pick up the message if received during normal duty hours.
 - (4) Put the message in a sealed envelope if received during other than normal duty hours. Account for the message by placing an entry on the AF Form 1924, Events Log. Each shift accounts for the message on AF Form 1924 until the TSCO or deputy picks it up.

No of Printed Pages: 8

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3. Processing Incoming TS Collateral Material. Each action office must turn all TS collateral material over to the TSCO or deputy. The TSCO or deputy will:

a. Ensure that the material is TS.

b. Check the control and receipt number to ensure that they coincide with each other.

c. Complete AF Form 143 in three copies according to attachments 1 and 2. Distribute AF Form 143 as follows:

(1) One copy for TS register.

(2) One copy for TS locator.

(3) One copy with the material.

d. Complete AF Form 144 according to attachment 3. Ensure that all personnel who had access to the material sign this form.

e. Control the material with a 6924 ESS control number.

f. Ensure that all DA personnel sign the AF Form 144 if they have access to the material.

4. Sign In/Out of TS Collateral Material. The TSCO or deputy will:

a. Release material only to subordinate top secret control officer (SOTSCO).

b. Ensure that the SOTSCO signs AF Form 143, block 13B, if the material is removed from the DA area.

c. Upon return, the TSCO or deputy signs AF Form 143, block 13C.

d. Ensure that the SOTSCO and all personnel, who have access to the TS material, sign the AF Form 144.

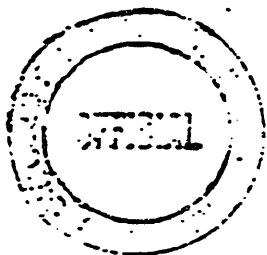
5. Appointments:

a. The commander appoints the TSCO and deputy.

b. The TSCO appoints SOTSCOs. Branches submit requests to the TSCO for appointments.

6. DA Safe 1. When DA is keeping TS material, DA personnel will secure DA Safe 1 whenever they leave the secure area.

FOR THE COMMANDER



MICHAEL L. MORGAN, MSgt, USAF
Chief of Administration

3 Attachments

1. Sample AF Form 143
2. Instructions for Preparing
AF Form 143
3. Sample AF Form 144

SAMPLE AF FORM 143

TOP SECRET REGISTER PAGE (DO NOT enter classified information on this form)						
I. DESCRIPTION OF DOCUMENT						
1. INDICATE ORIGINATOR, TYPE (Letter, Memo, etc.), DATE, UNCLASSIFIED SUBJECT TITLE, ORIGINATOR CONTROL NUMBER, AND COPY NUMBER(S). ALSO USE THESE DATA ELEMENTS FOR DESCRIBING ANY ATTACHMENTS THAT WOULD REQUIRE A RECEIPT IF TRANSMITTED SEPARATELY.						
HQ USAF/DA, Plan, 2 Jul 82, Contingency Planning (U), 82-DA-14, Cys 3 & 4.						
II. RECORD OF DOCUMENT CHANGES						
1. CHANGE NO.	2. COPY NO.	3. DATE	4. CLASSIFICATION	5. ORIGINATOR	6. ORIGINATOR CONTROL NO.	7. COPY NO. OF BASIC DOCUMENT PORTED TO
1	14 & 15	5 Sep 82	Top Secret	HQ USAF/DA	82-DA-26	3 & 4
2	-	21 Nov 82	Secret	HQ USAF/DA		3
3	7	8 Dec 82	Top Secret	HQ USAF/DA	82-DA-26	3
III. DISPOSITION OF DOCUMENT						
SECTION 1						
8. COPY NO.	9. TO	10. DATE	11. TYPE OF ACTION	12. SIGNATURE		
6924ESS/XP	A.		A. ACCOUNTABILITY TRANSFERRED			
	B.	24 Aug 82	B. ACTION REVIEW, OR COORDINATION	Hans R. Connor Maj		
	C.	24 Aug 82	C. DOCUMENT RETURNED	Michael R Morgan, MSgt		
	D.		D. DOCUMENT DESTROYED			
	E.		E. COMMITTED TO CENTRAL DESTRUCTION FACILITY			
	F.		F. OTHER (Specify)			
	G.		G. AUDITED			
SECTION 2						
8. COPY NO.	9. TO	10. DATE	11. TYPE OF ACTION	12. SIGNATURE		
	A.		A. ACCOUNTABILITY TRANSFERRED			
	B.		B. ACTION REVIEW, OR COORDINATION			
	C.		C. DOCUMENT RETURNED			
	D.	1 Oct 82	D. DOCUMENT DESTROYED	Michael R Morgan, MSgt		
	E.		E. COMMITTED TO CENTRAL DESTRUCTION FACILITY	Hans R. Connor MSgt		
	F.		F. OTHER (Specify)			
	G.	16 Dec 82	G. AUDITED	W. T. Bonner SMDr		
14. REGISTER PAGE NO 82-DA-03			15. RECONTROLLED TO REGISTER PAGE NO		16. RECONTROLLED TO REGISTER PAGE NO	

INSTRUCTIONS FOR PREPARING AF FORM 143

<u>ITEM</u>	<u>WHO PREPARES</u>	<u>WHAT TO ENTER</u>
<u>Part I - Description of Document</u>		
1	TSCO	<p>a. Use guidance on the form. If the document is a message, use identification elements prescribed in AFR 100-20.</p> <p>b. When a subject or title is classified, use the unclassified short title required by DOD 5200.1-R/AFR 205-1, paragraph 2-206.</p>
<u>Part II - Record of Document Changes:</u>		
		<p>a. Use this part to immediately enter active accountability of Top Secret changes to the basic document. A separate AF Form 143 is not required in these cases. Form users may also use this part for entering secret, confidential, and unclassified changes as a means for knowing the complete status of the basic document.</p> <p>b. When a certificate of destruction is required, destroy superseded classified pages to the basic document on the accompanying AF Form 1565 if furnished, AF Form 145, or other destruction certificate by fully identifying each page being destroyed.</p> <p>c. If more space is required, use a continuation page.</p>
2-8	TSCO	Self-explanatory.
<u>Part III - Disposition of Document.</u>		
		If more space is required, use the reverse side and when necessary, a continuation page.
9	TSCO	Self-explanatory.
10	TSCO	Functional address symbol of the individual receiving the document; for example: 6924ESS/XP. Do not use shaded blocks.
11	TSCO	Date of action.

<u>ITEM</u>	<u>WHO PREPARES</u>	<u>WHAT TO ENTER</u>
12	TSCO	Type of Action. More than one block can be used in each section.
12a	TSCO	Use this block to transfer a document to a SOTSCO when the document will be kept by the SOTSCO.
12b	TSCO	This block is used when the TSCO retains accountability of the document, but has temporary given it to SOTSCOs for action, review, or coordination requirements. If this particular block is again necessary, use the next available section on the form.
12c	TSCO	The TSCO prescribes suspense dates when to return the document.
12d & e	TSCO	Self-explanatory.
12f	TSCO	Use this block to specify "other" transactions affecting the document or register page. This includes comments such as: "Recontrolled to (register page number)" for documents on pages with active and inactive entries; or date and authority of any downgrading or declassification action. Provide the SOTSCO with signed copy.
12g	TSCO	This block applies when examining entries for documents recontrolled to another register page, or for documents no longer under active accountability of TSCO.
13	TSCO	Signature.
13a	TSCO/SOTSCO	The TSCO, Deputy TSCO, or SOTSCO receiving the document completes the signature block. In cases where material is sent off the installation, enter "SEE ATTACHED RECEIPT" in this item and file the returned receipt behind the registered page.
13b	SOTSCO	The SOTSCO receiving the document because of action, review, or coordination requirement completes the signature block.

<u>ITEM</u>	<u>WHO PREPARES</u>	<u>WHAT TO ENTER</u>
13c	TSCO	The TSCO or deputy receiving the document back after action, review, or coordination requirement completes the signature block.
13d & e	TSCO	Two appropriately cleared persons are required to witness the destruction of TS material, or its committal to a central destruction facility. One of which is the TSCO or deputy.
13f	TSCO	This block is signed by the person completing the action.
13g	Inventory	This block is signed by the TS inventory official completing the action.
14	TSCO	Register page number only; for example: 82-DA-03. Add the alphabetical letter A, B, C, and so on, when preparing a continuation page when other sections on the basic form are not available to record disposition of the document; for example: 82-DA-03A.
15	TSCO	Self-explanatory. Recontrol each document annually.
16	TSCO	For pages that have only active entries being recontrolled to a new page, use this block instead of making separate recontrol statements in the "Other" block of each item 12f.

SAMPLE AF FORM 144

TOP SECRET		DA (1)
ACCESS RECORD AND COVER SHEET		CONTROL NO. 82-DA-03 (2)
INSTRUCTIONS 1. The name, grade and organization or office of each person, and date when access was afforded to any TOP SECRET information contained in the attached document, will be typed, printed or CLEARLY written below. 2. Classified information will NOT be entered on this form.		
NAME AND GRADE	ORGANIZATION OR OFFICE	DATE
Michael L. Morgan, MSgt	6924ESS/DA	10 Oct 82
Gary R. Johnson, Major	6924ESS/XP	18 Oct 82
(3)		
1. Annotate office preparing AF Form 144. 2. Control Number: DA assigns control numbers to TS material. 3. Ensure that all personnel who have access to the document, follow instructions by clearly printing or typing their name in the above block. 4. Also place the original control number in the remarks section and special program caveats or special handling notices. 5. Contact the TSCO or deputy if you have questions about this form.		
(THIS PAGE IS UNCLASSIFIED, FOR EXAMPLE ONLY)		
REMARKS Original Control #: XPP-67358 (4) 82-DA-03 (2)		
TOP SECRET		
ACCESS RECORD AND COVER SHEET		